HIGHLEY PARISH COUNCIL

Clerk: Miss A. Palmer

Severn Centre, Bridgnorth Road, Highley, Nr. Bridgnorth WV16 6JG

Email: clerk@highleyparish.co.uk

Phone: 07496821159

To: Highley Parish Councillors

 The Public and Press

You are summoned to attend **the ordinary meeting of Highley Parish Council** which will be held on Tuesday 9th April 2024 at 7pm at the Severn Centre, Highley for the transactionof businessas set out in the agenda below.

Members of the public are invited to address the Council at the start of the meeting. If you wish to speak at the meeting, please contact Clerk or Chair prior to the start of the meeting.

A. Palmer

Alison Palmer

Clerk to Highley Parish Council.

**ONE MINUTES SILENCE**

**TO PAY RESPECT to Ella Preston, former Parish Clerk of 31 years and Former Councillor, Terence Holford who have both recently passed away.**

Messages of condolence shared.

**Agenda**

1. **Parishioners Time**

**Speaking at a Meeting** - You do not have the right to speak at a meeting unless invited to do so by the Council.

***Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of member’s interest maintained by the monitoring officer.***

**01.Apologies and reasons for Absence**

**02.To confirm the minutes of the meetings dated Tuesday 5th March 2024.** Please Note: Minutes will now be sent out two weeks after each meeting for any amendment requests and a final draft sent with the following months agenda.

**03. Clerk’s Update**

Matters Arising update: These are updates and not for discussion unless a decision is to be made as they are covered by the working groups and committees, they are released with the agenda if there are any queries before the meeting, please contact the Clerk.

-Allotment payments for 2024-25 chased, groups set up on email for this.

-Groups also set up for defibrillator training and Highley In Bloom allowing secure communication without disclosing private information.

-Investigate *gov.uk* email accounts for councillors in the future.

-Official photograph of King Charles on its way,

-noticeboard for Smoke Alley due and installation arrangements being made,

-Continue to chase CCTV repair,

-request for return of councillor next-of-kin paperwork please for files,

-new councillor applications and procedures followed.

**Actions following Full Council Meeting 5/3/24:**

-Received thanks for Dale Schnelting for listening and update on pathways to help him.

-Thanked Ed Andrews for his work, requested management contract for 2024/25 and organised £4,00 maintenance grant and also regular meetings with Cllrs Quinn and Marshall to be reinstated.

-Library meeting room reduced by 15% (saving £10.20)

**Actions following the Police Working Group Meeting 14/3/24**:

-To support the PWG and raise positive awareness of new policing structure in Highley and re-launch of the police station, advertising through social media and the wider network links.

-To be point of contact for sharing information between police and council and wider community,

-Support police attending Highley Carnival and establish links between the two organisations,

-Log in to SNT and Facebook Shropshire Cops and keep updated alongside sharing local incidents within the PWG and wider community where applicable,

-Promote the open day of the station once approved.

**Actions following Emergency Planning Meeting 18/3/24:**

TWO Planning applications with short response date as detailed and decisions made below agenda item 10.

**Actions following the Environmental Working Group Meeting 19/3/24:**

-Dog fouling eradicated – ideas to support this discussed.

-public statement regarding the green waste issue recently announced by Shropshire Council to be drafted and checked.

-Grant applications reviewed and shared by Clerk.

**Actions following the Communications and Events Working Group Meeting 21/3/24:**

-Support Cllr Stanley as administrator on new connecting page for all local groups.

-Booking of room for Annual Council Meeting and invitations for residents who have received awards and grants from HPC.

-To be assigned another DBS if approved, allowing raffle tickets to be sold in advance of lights switch-on,

-Support Halo open day (27/4/24) by operating an “open office” – all welcome policy.

**Actions following Revenue and Resources Committee Meeting 3/4/24:**

-Padlock purchased to replace broken one at Hitchens way £8.49 approved.

-£250 excess on insurance claim for CCTV damage to be repaired.

**04.Correspondence -plus any further correspondence after issue of Agenda**

1. Benefits of gov.uk domain names

2. Marches Energy Poster – Shropshire Keep Warm

3. Save the date new opening day Medical Centre

4. Election Police and Crime Commissioner Submission

5. Gambling Policy Consultation – Shropshire Council

6. carnival Quiz Poster

7. New fitness Class poster

8. Affordable Warmth and Energy Efficiency Event Invitation 25/3/24

9. Road Closure B4363 Bagginswood – Stottesdon June 2024

10. Road Closure A442 Cann Hall Drive 29/4-1/5/24

11. Road Closure Halfway House Lane, Eardington 5th-7th June

12. SATH correspondence invitation regarding changes to emergency care at both sites.

- vacancy following Councillor Lucas’s resignation.

**05. Reports (if available) to be circulated.**

1. **Shropshire Councillor Mark Williams** - requested.
2. **Policing report** - requested.

**06. Request for promotional materials for Halo open day** Amazon approx. £16 for 100 lollipops, also request as many councillors pop into the office as possible on the day to meet and greet the public.

**07. Reports from**

**Police Working Group 14/3/24
Emergency Planning Group 18/3/24**

**Environmental Group 19/3/24**

**Communication and Events Working Group 21/3/24**

**Revenue and Resources Committee 3/4/24**

*(PLEASE REMEMBER these are brief* ***reports only*** *and where possible, notes have been shared prior to the meeting with full council and are on SharePoint. Discussions have been held and decisions made within the working groups prior to full council meeting)*

**08. Response from Crane Counselling following questions (refer to March agenda item 08)** Crane Counselling responded guaranteeing 20 counselling sessions for the residents of Highley, and they can continue these sessions after the funding runs out with contributions from residents. In addition, young people can receive free bereavement counselling as they receive funding through Shropshire Council. They also responded to questions by stating that they advertise on their website, Facebook pages, local GPs and schools. All questions answered and previous minutes stated that the grant application will be accepted on these terms. Confirmation required.

**09. Application for Parish Council DBS to allow lottery licence to sell raffle tickets ahead of events.** Cllr Edwards to explain.

**10. Grant Application from Highley First Responders towards replacement vehicle requesting £1,000** application on table, shared via email and SharePoint.

**11. Planning applications received- plus any further applications after issue of Agenda.**

24/01020/FUL Mr R Woodall & Ms Lyndsey Neate proposed residential development of land southwest of Church Street, Highley. Shropshire.

24/00983/TPO Crown reduction 25% Oakwood Lodge, Bridgnorth Road, Highley WV16 6EP

Voted to **SUPPORT** this application.

24/00972/TPO Fell 2 x Oak Trees at Oaklands, Bridgnorth Road, Highley (both subject to a TPO) Voted to **OBJECT** to application as drainage issue needs further investigation.

**12. Replacement of defibrillator batteries** as they have now surpassed the 4-year operational life and warranty period. Cost £190 + vat each.

**13. Finance:** H Bowkett & A Palmer Salary/HMRC tax and NI/ EE mobile phone. Padlock for Hitchens way allotments £8.49 (approved by R+R)

Web Orchard (website annual payment) £246.24

Rialtas (finance software annual management agreement) £230.40

**Plus any invoices that come in prior to the meeting.**